

Checklist For Limited Liability Partnership (LLP)

Note:

- Documents in the name of partners, should be attested by individual partner without stamp.
- Documents in the name of LLP, should be attested by all authorised partners with stamp.
- Affix IPV stamp on all the documents submitted.
- Bank Account should be in the name of the LLP.
- Address proof in the name of LLP.
- Trading account will be open in the name of firm as per PAN.
- DP account will be opened in the name of LLP (Dp account will be open in the name and style as " FIRM NAME - LLP")
- If any Company is holding shares more than 25% then require Beneficial Owner Certification with Individual Name attested by C.A - Format available in KYC page no 12.
- Require investment clause in deed for open the account.
- Require LLP profit sharing ratio in Partnership deed.
- Declaration, on the letterhead of the LLP signed by all the designated partner/s clearly stating that, the within named persons, who are designated partners of the LLP, have been nominated as authorized signatories to open and operate the said demat account on behalf of the LLP.
- The declaration shall specify the manner in which the account will be operated, that is jointly or severally and shall give details of the names, addresses and DPIN [Designated Partner Identification Number allotted by the Registrar for each designated partner] / DIN (Directors Identification Number along with their signatures and photographs).
- Partnership deed along with registration certificate.

Types of Document	Documents Requirement (Any One)	Need to be Checked before submitting documents to HO
DOCUMENT REQUIRE OF LIMITED LIABILITY PARTNERSHIP FIRM (LLP)		
PAN COPY	Pan Copy (Mandatory)	Pan card copy in the name of partnership firm
ADDRESS PROOF	Bank Account Statement	1. Bank Name and Bank logo should be available on statement. 2. If logo is missing, then bank stamp is mandatory. 3. Bank statement should not be more than 3 months old.
	Telephone Landline bills	Should not be more than 3 months old
	Electricity Bills	Should not be more than 3 months old
BANK PROOF	Bank Account Statement/ Passbook	1. Bank Statement /passbook should not be more than 3 months old. 2. Client should be first holder in the given bank account. 3. Original cancelled cheque leaf with name pre-printed on it 4. Bank Name and Bank logo should be available on statement / passbook. If logo is missing OR passbook is hand written, then bank attestation is mandatory. (Clear and visible bank stamp duly signed by Authorised Signatory)
	Cheque Leaf	If only cheque leaf is given as a proof of bank, then the same should be personalized i.e. with Client name and bank account number, IFSC and MICR should be printed on it. MICR starting with 000 will not be accepted.
PARTNERSHIP DEED		Should be attested by the authorised persons
REGISTRATION COPY	Partnership Registration Certificate	Pan card name & Registration certificate name should be same
LIST OF PARTNERS	As per KYC Format	Should be attested by authorised Partners
LIST OF AUTHORISED SIGNATORY	As per KYC Format	Should be attested by all Partners
BALANCE SHEET (Latest for two years balance sheet with audited balance sheet)	Profit & Loss, Balance Sheet copies	Provide Net worth certificate, in case where balance sheet is not available. (For newly formed Firm within 1 years view on today's date)
ANOTHER DP MAPPING (IF SUBMIT) (The document must be attested by the DP under its seal)	Client Master Report/List (CMR/ CML)	1. Client Master Report should be of current date 2. The demat account should be in the name of Partnership Firm 3. Status of account should be ACTIVE. 4. Client ID and DP ID along with Depository name and logo should be available in the CML copy and attested in original by the DP
	DP Holding Statement/ DP Transaction Statement	1. Latest DP Holding Statement (should not be more than 6 months old). 2. The demat account should be in the name of Partnership Firm 3. Client ID and DP ID along with Depository name and logo required and attested by the DP in original
INCOME PROOF (Additional documents in case of trading in Derivatives, Currency & Commodity segments) Any one	Copy of ITR Acknowledgement	Provide copy of ITR for latest financial year
	Bank account statement	Bank Statement /passbook should not be more than 6 months old.
	Copy of Demat account Holding statement	Latest DP Holding Statement (should not be more than 3 months old)
	Net worth certificate	Provide latest financial year
DOCUMENT REQUIRE OF INDIVIDUAL PARTNERS		
PAN COPY	Pan Copy (Mandatory)	Require Individual Partners PAN copy
ADDRESS PROOF	Passport	Check validity (expiry date) & Provide front and back side of passport copy
	Voter ID	Provide front and back side copy of Voter ID
	UID (Aadhar)	Provide front and back side of AADHAAR card
	Ration Card	Provide front and back side copy of Ration card where details of Family members are mentioned
	Bank Account Statement / Passbook	1. Bank Statement /passbook should not be more than 3 months old. 2. Client should be first holder in the given bank account. 3. Original cancelled cheque leaf with name pre-printed on it 4. Bank Name and Bank logo should be available on statement / passbook. If logo is missing OR passbook is hand written, then bank attestation is mandatory. (Clear and visible bank stamp duly signed by Authorised Signatory)
	Driving License	Check validity (expiry date) & Provide front and back side copy of Driving License
	Telephone Landline bills	Should not be more than 3 months old
	Electricity Bills	Should not be more than 3 months old
	Registered Lease or Sale Agreement	For correspondence address only. And should be valid for next 3 months from date of account opening
	Flat Maintenance Bill	Require Flat maintenance bill along with Agreement, should be latest and not more than one year old
	Insurance Copy	Policy letter with latest premium copy - Policy document with latest Premium receipt
	Govt. Authorized Gas Connection Bill	Should be of latest 3 months